DISTRICT LEVEL DATA/INFORMATION NEEDED

SEID Numbers
- Public Schools and Special Education Cooperatives need an SEID number for *every* employee of the organization.
- Accredited Nonpublic Schools need an SEID number for administrators, teachers, instructional paraprofessionals, librarians, counselors and other licensed professionals.
- Information needed for each person:
  - ☐ Last four digits of social security number
  - ☐ Last Name
  - ☐ First Name
  - ☐ Date of Birth
  - ☐ Gender

TOE File (Terms of Employment)
Information for each Employment Record:
- ☐ School Code
- ☐ SEID Number
- ☐ Position Code
- ☐ Employment Status *(Permanent or Temporary)*
- ☐ Employment Start Date *(this school year)*
- ☐ Employment End Date *(this school year)*
- ☐ Employment Hours/Year *(Nonpublic districts enter "1".)*
- ☐ Employment Hours Code *(Full or Part time)*
- ☐ Base Salary (Annual) *(Nonpublic districts enter "1".)*
- ☐ Employment Days *(Nonpublic districts enter "1".)*
- ☐ Employment FTE
- ☐ *Coops Only* – Is Employee Itinerant? *(Yes or No)*

Teacher – Class
Information for each class:
- ☐ LE code
- ☐ SC code
- ☐ SEID of Educator
- ☐ MT K-12 Course Code
- ☐ Teacher of Record?
- ☐ Section Code
- ☐ Session Type
- ☐ Session Number
- ☐ Support Staff Type Code
- ☐ Co Teacher Type Code
- ☐ Instructional Para Type Code
- ☐ Academic Level Code
- ☐ Credit Amount *(HS only)*
- ☐ District Course Name

- ☐ District Course Number
- ☐ Class Start Date
- ☐ Class End Date
- ☐ Class Minutes/Year *(HS only)*
- ☐ Dual Enrollment Credit? *(HS only)*
- ☐ Course Sequence
- ☐ Course Sequence Total
- ☐ Grade Low
- ☐ Grade High
- ☐ Class Enrollment
- ☐ Distance Learning?
- ☐ Alternative Education Program? *(HS only)*

Contractors
Information for each Contractor Record:
- ☐ Location SC code
- ☐ Contractor Name
- ☐ Contracting Person *(contractor's employee)*
- ☐ Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Start Date
- ☐ End Date
- ☐ SIED Number
- ☐ FTE
- ☐ Position Code

Professional Licensure
Information for each employee who holds a Professional License:
- ☐ License Type
- ☐ Employee First Name
- ☐ Employee Last Name
- ☐ License Number *(MT Dept. of Labor & Industry)*

Policy Compliance *(Yes or No questions)*
- ☐ There are 20 policies that the ARM require the Board of Trustees to have in place.

Recruitment Activities
Information needed for each position that was recruited during the most recent hiring cycle:
- ☐ Recruitment/Endorsement Area
- ☐ Recruitment FTE Level
- ☐ Total FTE recruited
- ☐ Difficulty level to fill the position *(1 high, 3 low)*

Special Education Positions

Information for each Special Education Position:

- ☐ Percentage of FTE for 3 to 5 year olds

Alternative Education

Information each Alternative Education Program:

- ☐ Where are students served?
- ☐ How are high school graduation requirements modified?
- ☐ Program Name
- ☐ Program Description
- ☐ Program Phone Number
- ☐ Program Director Name *(Enter SEID number.)*
- ☐ Select classes held at the Alternative Education Program.
- ☐ Enrollment Count

Indian Education (District Level)

- ☐ 5 questions regarding the use of Indian Education for All funds.
- ☐ 2 questions regarding the American Indian Student Achievement Gap Funds.

Distance Learning

Information for each Distance Learning class offered:

- ☐ Distance Learning Provider
- ☐ Distance Learning Provider's teacher
- ☐ Distance Learning Provider's Course

Coordinators

- ☐ SC Code
- ☐ SEID number of coordinator
- ☐ Coordinator Type
- ☐ Coordinator Phone Number
- ☐ Coordinator Physical Address
- ☐ Coordinator Mailing Address

Dual Enrollment

Information needed for each Dual Enrollment class offered:

Classes offered at the high school location

- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

Classes offered at postsecondary institution

- ☐ SC code
- ☐ MT K-12 Course Code
- ☐ Session Type
- ☐ Session Number
- ☐ Session Code
- ☐ SEID number of postsecondary instructor
- ☐ Concurrent credit Enrollment Count
- ☐ Postsecondary Partner Name

Internships

Information for each person currently in an Internship: *(choose one)*

- ☐ First year intern
- ☐ Making progress toward completion of internship and will continue this year.
- ☐ No longer enrolled in internship/No longer employed by district.

Instructional Paraprofessional

Information for each Instructional Paraprofessional:

- ☐ HQT By *(assessment, college, etc.)*
- ☐ Supervising Teacher *(SEID Number)*
- ☐ Covering Classroom Overload? *(yes or no)*
  - o If overload, hours/day covering overload

Off-Site Location (i.e., attendance center)

Information needed for each Off-Site Location:

- ☐ Site Name
- ☐ SC code
- ☐ Address

SCHOOL LEVEL DATA/INFORMATION NEEDED

Highly Qualified Teacher (HQT)

Information for each HQT who is not HW based on Licensure and Endorsement:

- ☐ HQT through HOUSSE? *(yes or no)*

PR/PIR Hours

- ☐ First day pupils attend school
- ☐ Last day pupils attend school
- ☐ Does your district have a professional development committee? *(yes or no)*
- ☐ Minutes per day of pupil instruction.
  - o Full Day **AND** Partial Day Minutes
- ☐ Does this include Structured Recess?
- ☐ Minutes per day of passing time
  - o Full Day **AND** Partial Day Minutes
- ☐ Number of days per year of pupil instruction
  - o Full Days **AND** Partial Days
- ☐ Each PIR Day for the Year
  - o Activity Date
  - o Activity Type
  - o PIR Activity Description
  - o PIR Hours

Indian Education (School Level)

- ☐ How has your school's instructional staff received Indian Education for All professional development in the past year?
- ☐ Which OPI Indian Education materials and resources are used in your School?
- ☐ 6 questions rating your teachers overall background knowledge related to implementing IEFA.
- ☐ 6 questions rating what you see as your schools greatest need to effectively implement IEFA.